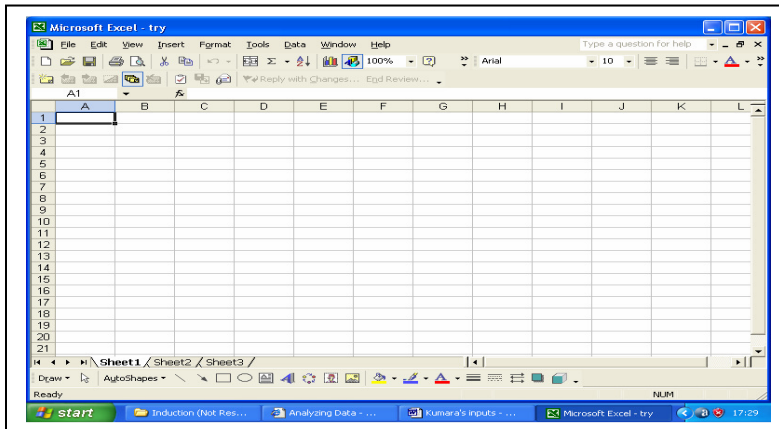


## Creating Worksheets

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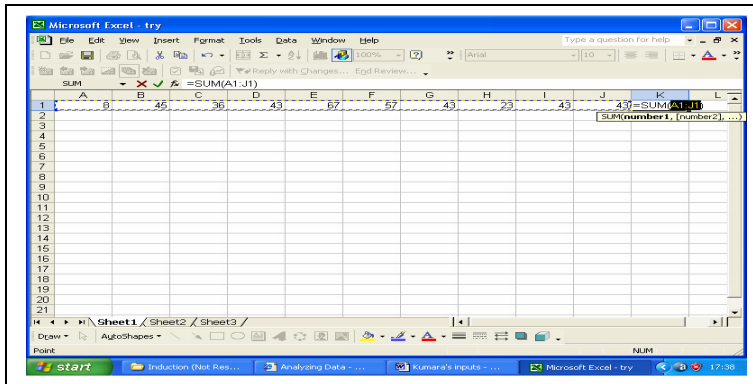
Have you ever used a spreadsheet? You might have seen the way KSQAO results are published. Do you think it would be possible for anyone to manually compile all that data? Whenever we calculate sums, we take the help of calculators. Similarly for large quantities of data computers are used. How nice it would be if someone does the total as we enter the numbers! Wouldn't it be good to get a total at the click of a button? Yes. All that is possible in the computer. Now let us try to understand this more.

The following is the example of a spreadsheet. How do you get it? Open MS Excel from the programmes list. You will find a page similar to the following page.



The small boxes here are called cells. In each cell you can enter numbers. Each cell has an address. The cell that is in dark shade is A1. The next cell would be B1 or A2 etc. Just study the screen well. What are the other features you find there? What will happen if you enter different numbers in

different cells? Let us say you enter numbers in 10 cells. Now you want the total of all these numbers in the 11th cell. What do you do? Study the screen. You will find an icon showing the symbol  $\Sigma$ . Click it. It makes a selection of cells for totalling. It will also show you a formula. Study how the formula is stated. If you want to change you can change the formula indicating which cells are to be included for totalling. The following screen shows you with some entries. You can open an excel file now and enter some numbers in 10 cells.

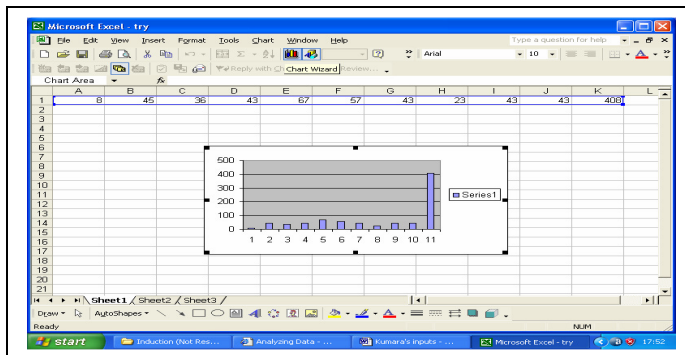


Look at the right side of the sheet. You find a formula there. Read the formula. Supposing you want to leave out cells A1 and B1 then you can say that the totalling should start from C1:J1. Please enter numbers in 10 cells and click  $\Sigma$ . Now the programme has

automatically selected cells to be totalled. Click enter. You will get the total.

So you have started with the basics of a worksheet. How do you like it? Enter more numbers and see how calculations are done.

Now study all the icons displayed on the screen. You will find one showing bar graphs. It is the Charts wizard. Click it. Just do what it asks you to do. You will get a graph for the values entered in the cells. See the following.



This graph is for the values entered there. You can change the values and see how graphs change. Then you can also try to present the data using other types of graphical representations. Play with the worksheet for sometime. You will learn a lot by trial and error.

You can either add the values in different cells or deduct or multiply or divide them. You just have to state it in the formula. If you check you will find some ready made formula too. Why don't you do some work now for further practice?